



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Austin, Texas 78711-2157
800-803-9202 – (512) 463-6599 – FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

TEXAS COSMETOLOGY SCHOOL CURRICULUM APPROVAL APPLICATION INSTRUCTIONS

PLEASE NOTE:

- The application must be completed and signed by the applicant or authorized designee.
- All information provided must be typed or printed in black ink.

School Name – Enter the official name of the school.

School License Number – Provide the school license number

School Mailing Address and Contact Information - Enter the mailing address for the school.

This address is where the Department will mail all correspondence and may be a post office box.

Course Selection – Select the course (s) for which you are seeking approval.

Provide the following documentation (a copy of the curriculum in Section 83.120 will not suffice)

- An overview of the course
- How the course will be taught
- Course objectives
- Daily or weekly course calendars
- Expectations
- Attendance policy
- Grading policy; and
- References/resources being used

A sample syllabus is included as a guideline.

Signature of Applicant (s) and/or Officer (s) – Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

Submit the application and supporting documents to TDLR

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

APPLICATION FOR:

**Texas Cosmetology School
Curriculum Approval**

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1602

School Name		License #
School's Mailing Address <div style="display: flex; justify-content: space-between;"><div>Number, Street and Apt. No</div><div>-OR-</div><div>PO Box Number</div></div> <div style="display: flex; justify-content: space-between;"><div>City</div><div>State</div><div>Zip Code</div></div> <div style="display: flex; justify-content: space-between;"><div>Contact Person</div><div>email Address (johndoe@aol.com for example)</div></div> <div style="display: flex; justify-content: space-between;"><div>() Area Code Phone Number</div><div>() Area Code Fax Number</div></div>		
Select the course(s) that will be offered.		
	Operator (1,500 hours)	Eyelash Extension (320 hours)
	Operator (1,000 hours, high school)	Hair Weaving (300 hours)
	Class A Barber to Cosmetology Operator (300 hours)	Wig (300 hours)
	Esthetician (750 hours)	Hair Braiding (35 hours)
	Manicure (600 hours)	Instructor (750 hours)
	Esthetician/Manicure (1,200 hours)	Instructor (500 hours)
Provide the additional information outlined in the instruction sheet.		
NOTE: Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states: (a) A private beauty culture school must design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment. (b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content only after approval by the commission. (c) Before issuing or renewing a license under this chapter, the department shall require a school to account for each course length and curriculum content.		
STATEMENT OF APPLICANT(S)		
I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapters 51, 1602, and 1603; Tex. Admin. Code, Title 16 Chapter 60 and the Cosmetology Administrative Rules, Tex. Admin. Code, Title 16 Chapter 83. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.		
Printed Name of Owner, Officer, or Authorized Representative	Signature of Owner, Officer, or Authorized Representative	Date Signed

<School Name>

<Course Title>

<Semester>

COURSE SYLLABUS

<Course dates, times and location>

INSTRUCTOR INFORMATION

<Name>

Email <email address>

Phone <phone number>

Office Hours <Office hours and location>

COURSE DESCRIPTION

<Course Description>

COURSE READINGS

Course Textbook <textbook>

Additional Reading <additional reading name, publisher and pages>

CLASS EXPECTATIONS

See examples below:

- Attend each class meeting and arrive on time and stay the entire class period. If an emergency arises that prevents class attendance, late arrival, or early departure, inform the instructor as soon as possible. Keep in mind if you are absent, you cannot participate **and this will affect your participation grade.**
- Turn all cell phones and pagers off during class. If you are involved in a crisis situation and need to be available via cell phone, please talk to instructor prior to the start of class.
- Close laptops during class activities requiring active participation (e.g., dialog, discussions, activities).
- Be actively involved in class by thoughtfully contributing to discussions, tasks, and assignments.
- Support the development of a classroom community of mutual respect, collaboration and support.
- Complete all assignments on time. **Late assignments will not be given credit** except under extreme circumstances as approved by the instructor.

- **It is the student's responsibility** to contact a class colleague to catch up on missed class content and/or to obtain class handouts.
- **No make-up opportunities** for assignments are provided for absences, late arrival and/or early departures unless otherwise approved by instructor.
- Type all assignment using 12-point standard font (e.g., Times or Times New Roman) with margins no greater than one-inch and double-spaced. Hardcopies of assignments should be turned in during class unless otherwise announced in class. If an assignment is submitted by email as an attachment, it must be sent prior to the beginning of the class period in which it is due. **Assignments should have the student's name in the header and electronic files should be labeled with the student's name, for example:**
smithsally-rpt1.doc.

COURSE ASSIGNMENT DESCRIPTIONS

<Describe each assignment in detail>

Class Participation and Readings: Students are expected to come to class prepared and engage in class discussions. Assignments should be **read thoroughly and repeatedly, if necessary**, prior to the class period in which they are due. Each class period students should bring all readings. In addition, students are required to bring a paper with talking points on the daily readings. These talking points should include: 2-3 questions based on the readings to provoke conversation. When disagreement occurs, students are encouraged to **respectfully** challenge, listen and demonstrate tolerance for opposing viewpoints. **Keep in mind if you are absent, you cannot participate and your participation grade is affected.**

COURSE REQUIREMENTS & GRADING GUIDELINES

Assignment	Grading Guidelines
<assignment 1 name>	<Points assigned>
<assignment 1 name>	<Points assigned>
<assignment 1 name>	<Points assigned>
<assignment 1 name>	<Points assigned>

100-90 points = A, 89-80 points = B, 79-70 points = C, 69-60 points = F

The instructor reserves the right to make modifications to this syllabus as needed throughout the semester.

COURSE CALENDAR

Date	Topic and Student Learning Outcome	Assignment/Reading (Listed on due date)

****Show how your course modules satisfy the requirement of 83.120.**